

## EXHIBITOR Prospectus

WLTW Conference • Redstone Arsenal, AL

March 8 - 12, 2004

## WLTW Exhibit Rules and Regulations

### • Eligibility:

Exhibit Space is assigned in accordance with your requests based on a first come- first serve basis.

### • Installation and Breakdown:

Installation of Exhibits may commence at 8:00am on Friday, March 5, 2004. All exhibits must be assembled and be fully operational by 8:00am, Monday, March 8, 2004.

In the event an exhibit is not fully assembled and operational by 8am, Monday, March 8, 2004, the WLTW staff reserves the right to remove all exhibit material and repossess all rights to the exhibit area. The Exhibitor will be considered in default of the signed contract and will not be entitled to any refund for such exhibit space.

Dismantling of exhibits may start after 12pm on Friday, March 12, 2004, and should be completed by 5pm, Friday, March 14, 2004. Exhibits may not be dismantled prior to 12pm on Friday, March 12, 2004.

### • Hours and Manning of Exhibits:

*Show hours for the 2004 WLTW Convention are anticipated to be:*

Monday	March 8, 2004:	7:00 a.m. – 5:00 p.m.
Tuesday	March 9, 2004:	7:00 a.m. – 5:00 p.m.
Wednesday	March 10, 2004:	7:00 a.m. – 5:00 p.m.
Thursday	March 11, 2004:	7:00 a.m. – 5:00 p.m.
Friday	March 12, 2004:	7:00 a.m. – 12:00 p.m.

All booths should be fully staffed during these hours. Admittance to the Exhibit Hall will be by appropriate badge only. Badged exhibitors will have access set-up and tear-down. On show days, badged exhibitors will have access during the exhibit hours only.

### • Security:

It is the responsibility of the Exhibitors to protect their own exhibits and property. Exhibitors may provide any additional security measures they deem appropriate and are asked to provide written notification of their individual security measures to the WLTW in advance of the WLTW Conference.

### • Liability:

The WLTW staff, its officers, directors, agents, and all organizations and individuals who are employed by the LOGSA in connection with the 2004 WLTW Conference, shall not be responsible for any loss resulting from accident, fire, or theft of any exhibit or parts of exhibit, or for any cause whatsoever, including accident or injury to exhibitors, their employees, agents, the public and others, during, or subsequent to, the period covered by the exhibit space contract.

The Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend, and hold harmless the LOGSA and their employees and agents, against all claims, losses, and damages to persons and property, governmental charges, or fines and attorney's fees arising out of or caused by the Exhibitor's installation, removal, and maintenance of its exhibit, or occupancy, or use of exhibition premises or a part thereof.

The Exhibitor further agrees to pay the Bob Jones Auditorium for any or all damages to the building or its equipment incurred through carelessness or otherwise by the Exhibitor or its agents.

In addition, the Exhibitor acknowledges that the WLTW and the LOGSA do not maintain insurance covering Exhibitor's property.

### • Certificate of Insurance:

On signing the contract, the Exhibiting firm must provide the WLTW with a Certificate of Commercial General Liability Insurance, including contractual liability with limits of liability of at least \$1,000,000 per occurrence bodily injury and property damage combined and \$1,000,000 annual aggregate.

### • Fire Regulations:

All city, state and Federal fire laws must be strictly observed. Wiring must comply with Fire Department and Underwriter rules. Aisles and fire exits cannot be blocked by exhibits. No decorations of paper, pine bough, leafy decorations, or tree branches are allowed. All muslin, velvet, or any other cloth decorations must stand a flameproof test as described by the local Fire Ordinances.

### • Exhibitor Badges:

As a service to our exhibitors, Exhibit Hall badges will be provided free of charge to all Exhibitors and will entitle the bearer access to the exhibit hall during scheduled hours.

### • Restrictions:

The formal notice of space assignment constitutes the completed agreement for the right to use the allotted space. In the event of fire, strike, or other circumstances beyond the control of the WLTW, which prevents the use of the Exhibitor's space, the contract will not be binding. The Exhibitor, by virtue of accepting the allocated space, accepts and agrees to the rules, regulations and exhibit hours contained within these rules and regulations and exhibitor bulletins.

Any violation of the WLTW rules and regulations constitutes a breach of this contract. The WLTW reserves the right to cancel any contract with any Exhibitor at any time prior to or during the conference.

No Exhibitor shall assign, sublet, or share the whole or part of the space assigned without the knowledge and written consent of the WLTW. All demonstration, sounds, advertising material, publications, etc., must be contained within the exhibit space utilized by the Exhibitor. Aisles must be kept clear. Booth signs, listings, programs, etc., will carry only the name of the contracting firm unless other arrangements have been given prior written approval by the WLTW.

### • Fees:

Display space is available in 10' x 10' increments. Each 10' x 10' booth space will be charged \$200.00. Checks should be made payable to DFAS, (Defense Finance and Accounting System).

### • Cancellations:

Exhibitors may cancel or reduce the exhibit space rented without penalty by submitting written notice to the WLTW no later than February 20, 2004. No refunds will be made whose written notice of cancellation or reduction is received by the WLTW after February 20, 2004. Postmarks will govern.

### • WLTW Point of Contact:

*Exhibitors are to return their completed exhibit space contracts and payment (made to DFAS) in full to:*

### Worldwide Logistics Training Workshop

USAMC-LOGSA, AMXLS-CS, Building 5307 Sparkman Complex,  
Redstone Arsenal, AL, Attn: Camille Gardner  
Telephone: (256) 955-0661 Fax: (256) 955-0659